**CURRICULUM VITAE**

Career Objective:

Seeking a challenging and career oriented Position in administration.

**Skills of Summary:**

* Highly skilled in greeting customers and answering phone calls
* Excellent customer service
* Excellent communication and presentation skills
* Proficient in numeric with good team working skills
* Excellent knowledge in Microsoft office packages (MS Word, M S Excel, MS Power Point and Internet and Outlook)
* Excellent office management
* Goal oriented and ability to work under pressure
* Excellent Team player

Professional Experience:

Presently working in **Falcon International Services**  , Abu Dhabi (25/4/ 2012 to 24/4/2015)

**Designation**: **Customer cunsultant cum Office secretary**

**Responsibilities :**

* Answering telephone and electronic enquiries and forward telephone calls and messages to appropriate person.
* Greeting customers
* Open and distribute incoming mail and other material and coordinate the flow of information internally and with other departments and organizations.

**Company: Al Wadi Al Ahdhar Labour Supply** , Abu Dhabi(18/03/2010 to 30/09/2012)

**Designation:** **Customer cunsultant cum Office secretary**

**Responsibilities:**

* Maintained documents such as correspondence, drafts, memos, emails and reports.
* Handles clients demand and ensures that their needs are fulfilled with the suitable candidates .
* Handles the tasks of headhunting, identifying and approaching suitable candidates for the right profile
* Prepares resumes, CV and correspondence and forward the same to client to list suitable candidates
* Match right candidates to jobs and arrange interview for the same
* Collect references and checks the suitability of the applicant before the final submission of the details to the employer
* Informs interview results to the applicants
* Necessary coordination and communication with customers.
* Attend and solve customers and candidates complaint .

**Company: The Emirates General Transport & Services** Abu Dhabi (10/02/2009 to 30/01/2010)

**Designation**: **Passenger Service Supervisor**

**Responsibilities:**

* Dealt with custmer service concerns and complaints, by phone and in-person.
* Coordinate with drivers and scheduled the plans.
* Maintained all transporation reports.
* Checking incoming mails and answered phone calls.

##### Personal Data

Nationality : Sudani

Date of Birth : 01-01-1982

Marital Status : Single

Linguistic Proficiancy : English ,Arabic

Educational qualification

Higher secondary

Diploma in Computer Applications

Office Management

 **Extra Curricular activities:** Interest in music, sports and Travelling.



**Gulfjobseeker.com CV No:** **1465464**